

CHAPTER 5

INSPECTING THE PLAY AREA

5-1. Introduction

Once a customized inspection and maintenance manual is assembled for each CDC play area, the play area inspection program can begin. This chapter describes how to inspect the CDC outdoor play area. The purpose of play area inspection is to identify child safety hazards. Hazards can then be corrected before accidents occur or health is endangered.

5-2. Four types of play area inspections

Four types of play area inspections comprise a comprehensive inspection program: baseline inspection, daily visual inspection, periodic inspection, and annual inspection. Each inspection has a specific purpose and level of complexity. The site-adapted Child Development Center (CDC) Play Area Checklist, DA Form 731 O-R, must be completed during baseline, periodic, and annual inspections. Daily visual inspections simply require that a log be initiated daily to verify that the inspection was completed.

5-3. The play area inspection team

The play area inspection program is based on a team approach. The team members responsible for each type of inspection vary. All inspection team staff must be trained to accurately conduct inspections. The play area inspection team for each type of inspection is identified (fig 1-4 and 1-5).

5-4. Preparing for the play area inspection

To prepare for a play area inspection, complete the following tasks:

a. Assemble the Supplies Needed. For each play area to be inspected, assemble the following supplies:

(1) *Child Development Center (CDC) Play Area Checklist, DA Form 7310-R.* The site-adapted DA Forms 731 O-R for baseline, periodic, and annual checklists and daily visual inspection lists are included in the customized inspection and maintenance manual for each play area. The forms will be locally reproduced.

(2) *Child Development Center (CDC) Safety Inspection Summary, DA Form 7308-R.* DA Form 7308-R is used to report play area inspection results and to record hazards (chap 6). A copy of this form is inserted at the back of this manual. It will be locally reproduced. Complete one copy of DA Form 7308-R

for each baseline, periodic, or annual inspection. Use DA Form 7308-R for daily visual inspections when any hazards are noted which cannot be immediately corrected.

(3) *The play area inspection toolkit.* The play area inspection tool kit is needed to accurately answer some inspection questions.

b. Schedule the Inspection. The CDC Director should contact the inspection team members and schedule the inspection.

5-5. Organizing play area records for baseline, periodic, and annual inspections

During baseline, periodic, and annual inspections, certain play area records are reviewed by the inspection team for compliance with child safety guidelines. Records which must be assembled prior to each inspection are as follows:

a. Baseline Inspections. The following records are needed to conduct baseline inspections:

(f) *Play area materials.* When a baseline inspection is conducted, information requested about existing play area materials on the site-adapted DA Form 731 O-R may not be readily available. Additional research may be necessary and should be conducted before the inspection. This research may include: contacting manufacturers to identify wood preservatives or lead content of paint, obtaining plant samples for identification of toxicity, or contacting manufacturers of synthetic surfacing to determine whether or not a product meets ASTM F 1292 requirements for impact attenuation.

(2) *Hazards.* Develop a list of hazards identified during the past year. This list will be reviewed by the baseline inspection team.

(3) *Maintenance.* Assemble work orders requested and completed during the past year. The inspection team will review these work orders to ensure that maintenance is being performed to correct hazards.

(4) *Paints.* Develop a list of paints used in the play area during the past year. The inspection team will review this list for lead content and toxicity.

(5) *Weed and pest management plan.* The baseline inspection team will review the weed and pest management plan for compliance with child safety guidelines.

(6) *Product updates.* The CDC Director will contact the play equipment manufacturer and request product update information for all equipment installed in the play area. This information will include any modifications recommended by the play equipment

b. Periodic/inspections. The following records are needed to conduct periodic inspections:

(f) Hazards. Develop a list of hazards identified during the past month. This list will be reviewed by the periodic inspection team.

(2) Maintenance. Assemble work orders requested and completed in the past month. The inspection team will review these work orders to ensure that maintenance is being performed to correct hazards.

c. Annual Inspections. The following records are needed to conduct annual inspections:

(1) Hazards. Develop a list of hazards identified during the past year. This list will be reviewed by the annual inspection team.

(2) Maintenance. Assemble work orders requested and completed during the past year. The inspection team will review these work orders to ensure that maintenance is being performed to correct hazards.

(3) Paints. Develop a list of paints used in the play area during the past year. The inspection team will review this list for lead content and toxicity.

(4) Weed and pest management plan. The annual inspection team will review the weed and pest management plan for compliance with child safety guidelines.

(5) Product updates. The CDC Director will contact the play equipment manufacturer and request product update information for all equipment installed in the play area. This information will include any modifications recommended by the play equipment manufacturer to improve play equipment safety. The information will be reviewed by the inspection team.

5-6. Conducting baseline, periodic, and annual inspections

Separate DA Forms 731 O-R are used to conduct baseline, periodic, and annual inspections. A sample of a completed form is provided (fig 5-1). For each type of written inspection, certain basic procedures are followed to complete the DA Form 731 O-R. These procedures are described below.

a. Date. In Block 3, fill in the date of inspection.

b. Inspection Questions. All questions on the site-adapted DA Form 731 O-R are formatted as “Yes” or “No” questions. The inspector will check “Yes”, “No”, or “NA” in response to each inspection question in Block 5. Sometimes the use of an inspection tool may be required to determine the appropriate response.

(1) Answers to inspection questions. All “Yes” answers meet inspection requirements. A “No” answer indicates a maintenance need or potential hazard. A “No” answer requires an immediate follow-up action by

the inspector. “NA” may be circled to indicate any nonapplicable questions.

(2) Making notations. As the inspector responds to each question during the inspection, additional handwritten notes can be added as necessary to describe any hazards and their location. These notes may assist in repotting hazards and completing work orders.

c. Play Areas with Multiple Elements of One Type. If more than one of a particular element is included in the play area, one set of inspection questions can be used to inspect each individual element or one set of inspection questions can be used for all elements of the same type during baseline, periodic, or annual inspections.

(1) Using DA Form 731 O-R when a separate set of inspection questions is used for each element. If a separate set of inspection questions is used for each individual element, the location of the element to be inspected will be indicated after the name of the element on the site-adapted DA Form 731 O-R (fig 5-2).

(2) Using DA Form 731 O-R when one set of inspection questions is used for multiple elements. If one set of inspection questions is used for multiple elements of one type, the number of elements to be inspected will be indicated after the name of the element on the site adapted DA Form 731 O-R (fig 5-3).

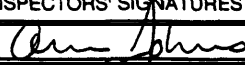

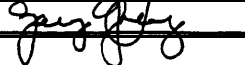
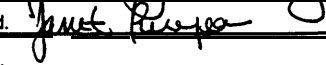
b. Inspector's Signatures. In Block 6, staff completing the inspection will sign the form.

5-7. Conducting daily visual inspections

The daily visual inspection is conducted by CDC staff using the site-adapted daily visual inspection tools before children go outdoors to play each day. The daily visual inspection tools include the daily visual inspection list and the daily visual inspection log. These tools can be kept in a convenient place in the CDC, such as on a clipboard near the building exit leading to the specified play area. After completing the inspection, the staff will initial the site-adapted daily visual inspection log to verify that the inspection has been completed. Techniques used to inspect the play area are described in *Playing It Safe*, the training video which accompanies this manual.

5-8. Hazard management and inspection reporting

Depending on the type of inspection performed and hazards noted, completing the Child Development Center Play Area Safety Inspection Summary, DA Form 7308-R, may be required after the inspection. All hazards identified in the play area require immediate corrective action. Procedures for inspection reporting and hazard management are presented in chapter six.

CHILD DEVELOPMENT CENTER (CDC) PLAY AREA CHECKLIST For use of this form, see TM 5-663; the proponent agency is USACE				Page <u>1</u> of <u>1</u>
INSTRUCTIONS: Use this form for inspections of Child Development Center (CDC) play areas. If any of the inspection questions are answered NO, the appropriate corrective action must be performed. A CDC Play Area Safety Inspection Summary, DA Form 7308-R, must be completed for each play area after every baseline, periodic, or annual inspection.				
1. CDC NAME Ft. Strong CDC		2. PLAY AREA <input checked="" type="checkbox"/> Infant <input checked="" type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input checked="" type="checkbox"/> School Age		
3. TYPE OF INSPECTION <input checked="" type="checkbox"/> Baseline <input type="checkbox"/> Annual <input type="checkbox"/> Periodic: (Circle one) Monthly Bimonthly Quarterly		4. DATE OF INSPECTION MAY 28, 1995		
YES	NO	NA	5. INSPECTION QUESTIONS	
			1. Fencing and gates	
✓			1. Are the fencing and gates free from loose, missing, or broken parts?	
✓			2. Are the fencing and gates free from vandalism?	
✓			3. Are metal materials free from rust, corrosion or bending of members?	
	✓		4. Are metal materials free from rough metal, sharp wires, and sharp edges or corners? SHARP WIRE ON BOTTOM OF FENCE - W. SECTION.	
✓			5. Is all hardware present, securely attached and without significant wear?	
			Note: Wear is indicated by visible elongation, deformation, indentation greater than 2 mm (1/16-inch), rust, corrosion, or stripping.	
✓			6. Are fence fabrics intact with all tension wires and connections secure? GATES SQUEAK	
	✓		7. Are gates well-lubricated and locking components in working order?	
✓			8. Is the distance between fence and gate materials and the ground surface less than 75 mm (3 inches)?	
6. INSPECTORS' SIGNATURES				
a.			b.	
c.			d.	
e.			f.	
g.			h.	

DA FORM 7310-R, JAN 97

Figure 5-1: Sample of a completed DA Form 7310-R illustrating an actual inspection.

7. CDC NAME Ft. Strong CDC			8. PLAY AREA <input type="checkbox"/> Infant <input checked="" type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input type="checkbox"/> School Age		Page <u>1</u> of <u>1</u>
9. TYPE OF INSPECTION <input checked="" type="checkbox"/> Baseline <input type="checkbox"/> Annual <input type="checkbox"/> Periodic: (Circle one) Monthly Bimonthly Quarterly			10. DATE OF INSPECTION MAY 28, 1995		
YES	NO	NA	11. INSPECTION QUESTIONS		
			26. Playhouse (South)		
<input checked="" type="checkbox"/>			1. Is the playhouse free from loose, missing, or broken parts?		
<input checked="" type="checkbox"/>			2. Is the playhouse free from vandalism?		
<input checked="" type="checkbox"/>			3. Is the playhouse free of wet or icy surfaces when children are brought outdoors to play?		
<input checked="" type="checkbox"/>			4. Is the walking surface free from loose and slippery material, e.g., sand, wood chips, leaves, etc?		
<input checked="" type="checkbox"/>			5. Does the playhouse have a 1800 mm (72-inch) use zone free from any obstruction, including portable climbing equipment, trikes, and wheeled toys?		
		<input checked="" type="checkbox"/>	6. Are wood materials free from warping, wood rot, insect damage, and checking (cracks more than 600 mm (24 inches) in length and/or 6 mm (1/4-inch) in width)?		
<input checked="" type="checkbox"/>			7. Are metal materials free from rust, corrosion or bending of members?		
	<input checked="" type="checkbox"/>		8. Are plastic materials unbroken and without chips or cracks, particularly at joints and connections? CRACK IN NW WALL PANEL.		
<input checked="" type="checkbox"/>			9. Are wood materials free from splinters; loose or missing knots; and sharp edges or corners?		
<input checked="" type="checkbox"/>			10. Are metal materials free from rough metal and sharp edges or corners?		
<input checked="" type="checkbox"/>			11. Is all hardware present, securely attached, and without significant wear?		
			Note: Wear is indicated by visible elongation, deformation, indentation greater than 2 mm (1/16-inch), rust, corrosion, or stripping.		
<input checked="" type="checkbox"/>			12. Is the playhouse free from chipped, peeling or worn paint?		

PAGE 2, DA FORM 7310-R, JAN 97

Figure 5-2: Sample of a completed DA Form 7310-R illustrating an actual inspection consisting of separate inspection questions for each individual element.

7. CDC NAME Ft. Strong CDC			8. PLAY AREA <input checked="" type="checkbox"/> Infant <input checked="" type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input checked="" type="checkbox"/> School Age		Page <u>1</u> of <u>1</u>
9. TYPE OF INSPECTION <input checked="" type="checkbox"/> Baseline <input type="checkbox"/> Annual <input type="checkbox"/> Periodic: (Circle one) Monthly Bimonthly Quarterly			10. DATE OF INSPECTION MAY 28, 1995		
YES	NO	NA	11. INSPECTION QUESTIONS		
			6. Trees (6)		
<input checked="" type="checkbox"/>			1. Is the tree free from broken stakes and protruding wires?		
<input checked="" type="checkbox"/>			2. Does the tree receive sufficient water (25 mm (1-inch) per week) for health and vigor?		
	<input checked="" type="checkbox"/>		3. Is the tree free from broken, dead, or sharp branches? DEAD BRANCH ON TREE AT N END OF PLAY AREA.		
<input checked="" type="checkbox"/>			4. Is the tree free from roots which may cause trip hazards?		
<input checked="" type="checkbox"/>			5. Is the tree free from branches that protrude into the pathway overhead at a height of 2000 mm (80 inches)?		
		<input checked="" type="checkbox"/>	6. Are stakes and guy wires adjusted and removed when appropriate to prevent plant damage?		
<input checked="" type="checkbox"/>			7. Is the tree pruned to maintain a natural looking appearance, maintain or reduce size, rejuvenate plants, and remove hazards?		
	<input checked="" type="checkbox"/>		8. Is a minimum 900 mm (36-inch) diameter bed of organic mulch maintained around the tree? NO MULCH AROUND TREES.		
	<input checked="" type="checkbox"/>		9. Is organic mulch maintained at a 100 mm (4-inch) depth? NO MULCH AROUND TREES		
<input checked="" type="checkbox"/>			10. Is insect infestation evaluated and treated by Certified Pesticide Applicators as described in AR 420-76?		
<input checked="" type="checkbox"/>			11. Is plant disease evaluated and treated by Certified Pesticide Applicators as described in AR 420-76?		
		<input checked="" type="checkbox"/>	12. Is the tree fertilized using a subsurface method to maintain a healthy condition?		
		<input checked="" type="checkbox"/>	13. Are proper planting techniques employed to prevent plant and trunk damage?		
<input checked="" type="checkbox"/>			14. Is the tree species nonpoisonous?		
<input checked="" type="checkbox"/>			15. Are trees free from fruit and berries?		

PAGE 2, DA FORM 7310-R, JAN 97

Figure 5-3: Sample of a completed DA Form 7310-R illustrating an actual inspection consisting of one set of inspection questions for multiple elements of one type.